

## **Postsecondary Programs**

### **Title: Reporting Requirements-Enrollments**

Technical colleges are required to report enrollments as of the tenth day of fall, spring and summer terms. Institutions may opt to also report enrollments as of the tenth day of each session.

Enrollments are reported by program title; including full-time and part-time, majors and non-majors, ethnicity, Tech Prep and special population categories. Special population data is unduplicated; using the priority order of Individuals with Disabilities, Limited English Proficient, Economically Disadvantaged, Displaced Homemaker, and Single Parent.

Each fall, all students are reported as “new” students. Spring and Summer terms, the enrollment report has cells for “new”, “transfer-out”, “transfer-in”, “completer”, “leaver”, and “job out.” FTE is calculated by dividing the accrued credits by 15 for each session or by dividing the accrued credits by 30 for the year.

Accurate and comparable reporting of the enrollment data is essential.

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